



This project is funded by
the European Union



Communications & Visibility Officer

Start date: **Immediate vacancy**

Primary function of the position:

SMART Myanmar, a European Union and German government funded development project, is seeking additional support for project communications and visibility, as well as office administration.

This can be a good career opportunity for young professionals interested in working with a European Union funded project in an administrative role.

Major responsibilities (70%)

- Assist the Project Manager in collecting quotes, data and photos from project activities.
- Assist with project communications and visibility by assisting in the preparation of the quarterly newsletter, Facebook page and articles for websites.
- Arrange bookings and reservations for: hotels, meeting rooms and vehicles whenever needed for the project team.
- Assist in the development and maintenance of women's community centers funded by EU under the SMART Myanmar Project through communication and collaboration with the project's partner organizations.

Other responsibilities: (30%)

- Assist senior admin & finance officer in administrative support for the project, such as running errands, hiring photographers, vehicles or interpreters; compiling data.
- Cooperate and coordinate project activities and calendars with staff of the Myanmar Garment Manufacturers Association and other project partners.
- Other duties relevant to the post.





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Qualifications and required experience:

- Fluent in Myanmar and proficient English (English fluency is not required, but basic speaking and reading ability and a willingness to become more fluent is required.)
- Minimum of 1-2 years professional work experience in a position of business administration, communications, public relations, monitoring & evaluation, or relevant similar experience.
- Experience with Microsoft Excel, Word and similar programs.
- Relevant university degree.

Additional desired qualifications and experience:

- Some work experience with factories could be an advantage.
- Knowledge or fluency in other languages, such as Chinese or Korean, is an advantage.

Direct supervisor is the SMART Myanmar Project Manager.

Position duration: Contract is fixed term and will finish on **December 31st, 2019.**

Salary: Competitive and based on previous experience.

Please email a copy of your cover letter and CV to:

sumon@smartmyanmar.org

